

BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
APRIL 17, 2018

The Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, was held at 7:30 a.m. on Tuesday April 17, 2018, in the Board Room at the Housing Authority Office, 1040 Myrtle Avenue, Jefferson City, Missouri.

ROLL CALL: On roll call the following were in attendance: Chairman Larry Vincent; Commissioners Larry Kolb, Dennis Mueller, Bob Weber, Donna White and Dian Cain. Also in attendance were Cynthia Quetsch, Executive Director; Cindy Reeves, Chief Financial Officer; Jack Pletz, Legal Counsel; Diana Walters, Administrative Assistant; Mayor Carrie Tergin; Councilman Ron Fitzwater and members of the public.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	12-12	4-4
Mueller	12-12	4-4
Kolb	12-12	3-4
White	12-12	3-4
Weber	9-9	1-1
Cain	2-2	

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of March and April 2018 will be available at the May meeting.
- B. The Family Self Sufficiency program monthly report was presented.
- C. After discussions with Richman Asset Management, the limited partner in Linden Elderly, we decided not to pursue an Affordable Housing Grant through Federal Home Loan Bank this year. There is concern that the influx of up to \$750,000.00 would have a negative impact the tax credits.
- D. There will be 48 trees planted on Dulle Street as part of the Mission JC program on Sunday April 29 from 9-12. Volunteers are needed to help with planting. Trees were obtained through a grant from the Missouri Department of Conservation.
- E. The personal financial disclosure reports are due May 1, 2018.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for March 17, 2018 (Exhibit 1-A)
- B. List of Disbursements for the month of March 2018. (Exhibit 1-B)
- C. Occupancy Report for the month of March 2018. (Exhibit 1-C)

Commissioner Weber made the motion to approve the Consent Agenda. Seconded by Commissioner White. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

#### RESOLUTION NO. 4623

#### RESOLUTION APPROVING THE WRITE-OFF (COLLECTION LOSS) OF TENANT ACCOUNTS RECEIVABLE

Commissioner Mueller made the motion to approve the proposed rent and damage write-offs for the month of March for Hyder, Ken Locke I and Public Housing in the amount of \$4,289.51. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 4/17/2018)

#### UPDATE ON THE URBAN RENEWAL PLAN

The hearing on the 3 writs was rescheduled for April 16 at 9:00am due to Ms. Buescher's ill health. The Judge signed the order granting the Housing Authority ownership of the Bratten's property at 103 Jackson and we should have quick possession. At the April 16 hearing Ms. Buescher testified that she was not served notice of the original hearing. The Judge did not enter an order on 101 & 105 Jackson.

#### UPDATE ON DULLE TOWER RENOVATION GRANT

Bid specifications for the project are being developed by the architect and engineer. The request for proposal is being prepared for bids. The work will require Davis Bacon wages.

#### REQUEST TO PERMIT HIDDEN SPACES TOURS OF 101, 103 AND 105 JACKSON STREET

The Historic City of Jefferson has asked for permission to tour 101, 103 and 105 Jackson Street as part of the Hidden Spaces Tour on May 6. Porch Fest, Shelby Fest and the Hidden Spaces tours will all be at the same time. The Housing Authority doesn't currently have possession of the properties and are unsure when possession will occur. At this time it is unlikely tours will be permitted. The Board took no action on this request.

#### Adrian's Island

Commissioner Weber made the motion to approve the request from the City of Jefferson for a License Agreement to remove brush and debris from Adrian's island. The work is to be done at

the city's expense. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Mayor Tergin expressed her gratitude for the Boards' work on the Urban Renewal project and the approval for access to Adrian's Island.

NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday May 15, 2018.

Commissioner White made the motion to adjourn into Executive Session for the purpose of considering the following:

- Legal action involving the Housing Authority and confidential or privileged communication with its attorney, under Section 610.021(1) RSMO;
- Leasing, purchase or sale of real estate by the Housing Authority when public knowledge of the transaction might adversely affect the legal consideration therefore, under Section 610.021(2) RSMO;
- Hiring, firing, disciplining or promotion of particular employees when personal information about the employee is to be discussed or recorded, under Section 610.021(3)
- Welfare cases of identifiable individuals, under Section 610.021(8) RSMO.

Vice Chair Kolb seconded the motion, upon roll call vote the motion was approved.

AYES:	Kolb, Mueller, White, Weber, Cain, Vincent
NAYS:	None
ABSENT	None

Following adjournment of the Executive Session, the Board reconvened in Open Session.

Commissioner Weber made the motion to adjourn the meeting. Seconded by Commissioner Mueller. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

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Larry Vincent, Chairman

ATTEST: \_\_\_\_\_  
Cynthia Quetsch, Secretary